

~~CONFIDENTIAL~~

1-77-17-51

Executive Registry

1-4737

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director for Administration

DATE: 9 January 1951

FROM : Advisor for Management

SUBJECT: Table of Organization Revisions

(Chief, Administrative Services)

1. The attached request for table of organization increase was submitted by the Chief, Administrative Services.

2. This table of organization increase will provide for additional clerical support, telephone operators, truck drivers and couriers because of increased workload of the Division.

3. This office has examined the request and finds it to be justified.

4. The request provides for an increase of  positions,  as follows.

25X1

GS-5  
GS-4  
GS-3  
UG-11  
UG-9  
TOTAL

On Duty  
In process and  
awaiting EOD

TOTAL

25X1

5. The Comptroller and Classification Officer concur.

25X1

Att: 15 Dec 50 (Memo)  
4 Jan 51 (Memo)

17 Jan 51  
C. H. [Signature]  
J.D./A

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 4 NO CHANGE  
IN CLASS X DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 22  
NEXT REV DATE 1/15/77 DATE 1/15/77 REVIEWER  PEDOC. 02  
NO. PGS 6 CREATION DATE \_\_\_\_\_ ORG COMPR 30 OPI 32 ORG CLASS C  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

25X1

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JAN 13 1951